

Travel & Expense Account Summary

Employee Name John Chiang
Expense Dates 12/08/11-12/14/11
Report Name December 2011

Request Total \$ 952.12
Direct Charge Total - 760.80
Travel Advances - 0.00
Net Due Employee = **191.32**

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	Dec SAC	576.72
Regular Travel	Dec Santa Rosa	375.40

NOTE: (d)=Direct Charge

DATE	Thu Dec 8									TOTAL
Commercial Air Fare (d)	375.40									375.40
TOTALS \$	375.40									375.40

DATE	Mon Dec 12	Tue Dec 13	Wed Dec 14							TOTAL
Commercial Air Fare (d)	192.70		192.70							385.40
Lodging	95.66	95.66								191.32
TOTALS \$	288.36	95.66	192.70							576.72